

# **IC 2004-1 TO AFI 36-2401, CORRECTING OFFICER AND ENLISTED EVALUATION REPORTS**

**20 FEBRUARY 2004**

## **★SUMMARY OF REVISIONS**

This change incorporates interim change (IC) 2004-1 (attachment 3). This update changes paragraph 1.4. and adds paragraph 1.5. Paragraph 1.4 addresses submitting requests to change a report based on non-selection of promotion/career opportunity. The change also adds an example of such requests to paragraph A1.5.1. See the last attachment of the publication, IC 2004-1, for the complete IC. A bar (/) indicates revision from the previous edition.

★OPR: HQ AFPC/DPPPEP (SSgt Michelle Simpson)

★Supersedes: AFI 36-2401, 1 December 1997

★Certified by: HQ AFPC/DPP (Col Steven Maurmann)

★1.4. Appeals based on Promotion/Career Opportunity. Although not prohibited, ERAB requests based solely on a willingness by evaluators to change reports after non-selection for promotion will not be favorably considered unless proven the report was erroneous or unjust based on content (see paragraph A1.5.1).

★1.5. Who Administers the Appeal Process. The Evaluation Reports Appeal Section (HQ AFPC/DPPPEP) manages the appeals process and executes Board decisions. Following the Board's decision, DPPPEP destroys all working papers, memoranda, worksheets, recommendations, and notes between the board members or between the Board and DPPPEP which pertain to the case. The Board does not create nor maintain formal records of proceedings.

## **★5. Information Collections, Records, and Forms/Information Management Tools.**

5.1. Information Collections. No information collections are created by this publication.

5.2. Records. Records are created by this publication.

5.3. Forms Prescribed.

5.3.1. Adopted Forms. AF Form 2096, **Classification on the Job Training Action.**

5.3.2. Prescribed Forms. AF Form 948, **Application for Correction/Removal of Evaluation Reports.**

★A1.5.1. Impact on Promotion or Career Opportunity. A report is not erroneous or unfair because the applicant believes it contributed to a non-selection for promotion or may impact future promotion or career opportunities. The Board recognizes that non-selection for promotion is, for many, a traumatic event, and the desire to overturn that non-selection is powerful motivation to appeal. However, the Board is careful to keep the promotion and evaluation issues separated, and to focus on the evaluation report only. The simple willingness by evaluators to upgrade, rewrite, or void a report is not a valid basis for doing so. For example, requests to add optional statements (such as PME, job/command "push" recommendation, or stratification) to an evaluation report or PRF will normally not form the basis for a successful appeal. As these statements are not mandatory for inclusion, their omission does not make the report inaccurate. You must prove the report is erroneous or unjust based on its content.